

INTERVIEWING Quick Tips

Information Provided by RMU Career & Professional Development Center

Step 1: Before The Interview



Research the employer

Gather as much information about the employer as you can. Helpful information includes their industry and trends, the company's mission statement, vision, core values, their customers and competitors. Know why you want to work for them.

Prepare for the "Tell me about yourself" question

This question is an opportunity to describe your qualifications and career aspirations. Your answer should consist of a 2-3 minute overview of your professional and academic experiences and accomplishments. You should highlight the things that are most relevant to the job/internship. This could include: coursework, projects, internships, research, on-campus jobs, and service/leadership opportunities.



Practice interviewing techniques and responses

It is important to practice for your interview. Practice answering questions outloud alone or with a friend or family member to help prepare for the real interview. Utilize Big Interview, an online system that combines training and practice to help improve interview technique and build confidence. Students may access the link for Big Interview at rmu.edu/cpdc. Click "Students" and then "Resource Library." Log in to Big Interview using your SSO (single sign-on) username and password.

Prep yourself for the day-of events

You should arrive 10-15 minutes before the interview. Be sure to dress appropriately— typically this means business professional or business casual. If you are unsure of what to wear, research what is typical for the field/industry. If you are working with a recruiter, you may also ask the recruiter for insight regarding suggested attire. Bring extra copies of your resume as well as your portfolio or any work samples that are relevant. You should also bring a list of questions you plan to ask the interviewer.

Step 2: During The Interview



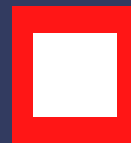
Be confident and positive

Remember, everyone you meet that day is an “interviewer.” Be courteous and cheerful to everyone you interact with. Try to relax, be yourself, and think of the interview as a conversation between you and the interviewer.

Respond to questions with a strong answers

A strong answer should include a specific example or story that you use to showcase your skills and qualifications. Be sure to share the result of your story or solution to the specific problem. The best way to organize your answer is using the STAR format.

S	T	A	R
Situation	Task	Action	Result
Introduce the situation to the employer and set the context	Describe the task you had to complete, including the expectations and challenges it would involve	Explain what you did, and how you did it	End with the results of your efforts, including accomplishments, rewards, and impact



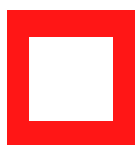
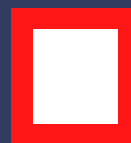
Ask thoughtful questions

Prepare a list of 5-8, well-researched questions to ask the interviewer at the conclusion of each interview. Your questions should reflect the amount of research you have done on the employer.

Step 3: After The Interview

Evaluate your performance

Each interview should be a learning experience. Write down everything you think you handled well and areas for improvement, so you can adjust your responses for the next interview. Also, make a note of any information you may need to include in your thank you notes.



Send thank you notes/emails

It's important to follow up after your interview. Send each interviewer a personalized thank you note—email format is common practice. In the note, emphasize your qualifications and skillset in relation to the position. Try to mention something you and the person talked about that made this a memorable or enjoyable experience in order to personalize the letter. If you are offered the position interviewed for and decide not to take it, make sure to contact the employer promptly. Clearly and professionally state your rejection and thank them for their time and the opportunity.